CA-PMM

Project Name: Business Information System (BIS)

OCIO Project #: 5225-93

Department: California Department of Corrections and Rehabilitation (CDCR)

Revision Date: 5/11/09

Status Report

Progress Report -- Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?

Accomplished this week

Planned/Scheduled Completion in Next Two Weeks

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?		
Are there any planned tasks that won't be completed?		
Are there problems which affect your ability to accomplish assigned tasks?		
Do you plan to take time off that is not currently scheduled?		

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Status of Assigned Issues

Issue Number	Description	Due Date	Status

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	No			
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	Yes	Approach to UAT for shift/time pilot needs to be finalized by the business stakeholders	If decision is not made by business by 5/15/09, planned shift/pilot go live in July will be impacted	HR working group meetings have been scheduled for this week and next week to discuss and finalize the UAT approach
9. Are there any staffing problems?	No			

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	The current project end date needs to be revised to accommodate the changed approach from functionality-based to institutional-based rollouts	Discussions on rollout strategy and revisions to schedule and budget
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Rescheduling milestones and deliverables will have an impact on the remaining schedule and budget	Key milestones and deliverable due dates need to be revised to reflect the new approach and rollout strategy
3. Is there any unplanned work that needs to be done?	Yes	Rollout strategy, resource planning, and scheduling will need to be finalized	Internal (with the business stakeholders) and external meetings (with control agencies and OCIO) need to be scheduled to obtain necessary guidance and approvals
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	Yes	Depending on the revised rollout strategy, additional tasks and milestones may need to be added to the revised schedule	Define rollout strategy, identify project tasks, assign resources, and develop an updated schedule
6. Are there any tasks or milestones that should be removed from the plan?	Yes	Changes in tasks and deliverables will impact the current contract from a deliverables as well as payment standpoint	Realigning current project deliverables and milestones with the revised contract is currently being done
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	The revised rollout/deployment strategy will necessitate a revision to the scheduled task start dates and durations	A revised project schedule will need to be developed after the rollout strategy is finalized
8. Are any major new issues foreseeable?	Yes	Potential impacts on future contracts, resources, and budgets need to be addressed in the planning session	Potential issues around integration, resource availability, and contracts need to be addressed effectively
9. Are any staffing problems anticipated?	Yes	Additional resources may be required to support the extended deployment of the rollouts	Right-skilling and right-sourcing of resources that align with the deployment of the remaining rollouts need to be completed

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Current Status and Accomplishments:

Describe deliverables completed and milestones met during **this reporting period.**

Successful Go Live of Release 2 (HR) - Organizational Management (OM)/Personnel Administration(PA) for pilot sites (CDCR-HQ, CPR-HQ, CSP-Sac, and NCYCC). Deliverables completed include HR business transition plan, Go Live Readiness Assessment, Continegncy Plan, and Segregation of Duties (SoD).

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Data Migration of OM/PA Pilot data	5/1/09	5/1/09	Completed		5/1/09
End user training for OM/PA end users	5/1/09	5/1/09	Completed		5/1/09
Go Live of OM/PA - Pilot	5/4/09	5/4/09	Completed		5/4/09

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		X		Finalize rollout deployment approach and strategy. Develop implementation schedule, resource requirements, and budget
Milestones			X	Revise project milestones based on the revised/updated project schedule for the rollouts
Deliverables		X		Deliverables for the remaining rollout implementation will have to be scheduled according to the revised project schedule
Resources	X			Project resources have to be aligned with the revised project schedule after finalizing the rollout approach
OneTime Cost			X	Budget increases have to be identified to the revised project schedule and deployment approach
Continuing Cost	X			No significant changes in support costs are anticipated because of the revised project schedule

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Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones:

List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Data Migration of OM/PA Pilot data	5/1/09	5/1/09	Completed		5/1/09
End user training for OM/PA end users	5/1/09	5/1/09	Completed		5/1/09
Go Live of OM/PA - Pilot	5/4/09	5/4/09	Completed		5/4/09

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		X		Finalize rollout deployment approach and strategy. Develop implementation schedule, resource requirements, and budget
Milestones			X	Revise project milestones based on the revised/updated project schedule for the rollouts
Deliverables		X		Deliverables for the remaining rollout implementation will have to be scheduled according to the revised project schedule
Resources	X			Project resources have to be aligned with the revised project schedule after finalizing the rollout approach
One Time Cost			X	Budget increases have to be identified to the revised project schedule and deployment approach
Continuing Cost	X			No significant changes in support costs are anticipated because of the revised project schedule

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	
	Medium Degree of Buy-In	1	1
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	
	Medium Viability	1	0
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	
	5% to 10%	1	1
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	
	5% to 10%	1	0
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	
	4 to 6	1	1
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	
	Late with no impact	1	1
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	
	Partially engaged	1	0
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	
	Partial alignment	1	0
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	
	Medium	1	1
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	**1**
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	**1**
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	**1**
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	**0**
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	**0**
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	**1**
	Moderately Effective	1	
	Ineffective	2	
		Total	**9**

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale